

City of Alpine
Workshop &
Regular City Council Meeting
Tuesday, April 16, 2024
Minutes

WORKSHOP – 4:00 P.M.

1. **Call to Order** - Mayor Catherine Eaves called the meeting to order at 4:00 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas.

City Council Members Present:

Catherine Eaves, *Mayor*
Councilor Judy Stokes, *Ward 1*
Councilor Darin Nance, *Ward 3*
Councilor Martin Sandate, *Ward 4*
Councilor Rick Stephens, *Ward 5*

City Officials Present:

Megan Antrim, *City Manager*
Geoffrey Calderon, *City Secretary*
Robert Ruckes, *Building Official*
Jessica Isley, *Building Services*

City Council Members Not Present:

Councilor Chris Rodriguez, *Ward 2*

Others Present:

Lori Griffin

2. **Workshop –**
 - a. Workshop to discuss updates to the short term rental ordinance including updates to rules, regulations, and requirements for short term rentals operating within the city.
3. **Adjourn. (5:04 P.M.)**

REGULAR MEETING – 5:30 P.M.

1. **Call to Order & Pledge of Allegiance** – Mayor Catherine Eaves called the meeting to order at 5:30 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas. Mayor Eaves led the pledge of allegiance to the flags.
2. **Determination of a Quorum and Proof of Notice of the Meeting –**

City Council Members Present:

Catherine Eaves, *Mayor*
Councilor Judy Stokes, *Ward 1*
Councilor Darin Nance, *Ward 3*
Councilor Martin Sandate, *Ward 4*
Councilor Rick Stephens, *Ward 5*

City Staff and Stakeholders Present:

Megan Antrim, *City Manager*
Geoffrey R. Calderon, *City Secretary*
Alessandra Gad, *City Attorney*
Abel Hinojos, *Airport Supervisor*

City Council Members Not Present:

Councilor Chris Rodriguez, *Ward 2*

Others Present:

Approximately 10 other attendees.

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and City Secretary, Geoffrey Calderon, reported that the meeting agenda was posted by 2:00 P.M. on Friday, April 12, 2024.

3. **Public Comments** – (limited to 3 minutes per person) – None.

4. **Presentations, Recognitions, and Proclamations** –

1. Proclamation of April as Safe Digging Month.
2. Proclamation of April as Earth Month.
3. Proclamation of Administrative Professionals Week (April 21-27, 2024)
4. Proclamation of National Tourism Week (May 5-11, 2024)
5. Proclamation of National Public Service Recognition Week (May 5-11, 2024)

Mayor Eaves called a short recess. (5:45 P.M.)

The meeting resumed (5:52 P.M.)

5. **Reports** –

City Mayor Report.

City Attorney Report – None.

City Manager Report –

- January 2024 and February 2024 Revenue and Expense Report.

City Staff Updates – None.

6. **Public Hearings** –

Open (6:03 P.M.)

1. Public Hearing to obtain citizen views and comments regarding the second and final reading of Ordinance 2024-04-02, an ordinance authorizing the installation of additional three way stop signs at the Eastbound and Westbound intersections of North Hancock Drive and Avenue B.

Public Comments: None.

2. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2024-04-03, a short term rental special use permit allowing a short term rental to be established at 1106 W. Stockton. The property owner of record is Christopher Penney. The Parcel ID of the subject property is 12588.

Public Comments: None.

Close (6:04 P.M.)

7. **Consent Agenda** – (Minutes, Financial reports, Department written reports, Board appointments, etc.) – (Notice to the Public – The following items are of a routine and administrative nature. The Council has been furnished with background and support material on each item, and/or it has been discussed

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at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Council Member, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.) –

1. Approval of April 2, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)
2. Approve Special Use Permit 2024-04-03, a short term rental special use permit allowing a short term rental to be established at 1106 W. Stockton. The property owner of record is Christopher Penney. The Parcel ID of the subject property is 12588. (G. Calderon, City Secretary)
3. Approve payment of the March 2024 monthly billing summary for Bojorquez Law Firm services. (M. Antrim, City Manager)
4. Approve the excused absence of Councilor Stokes from the April 2, 2024 Regular City Council Meeting. (G. Calderon, City Secretary)

Councilor Nance requested that item no. 1 be removed from the consent agenda for separate discussion.

RESOLUTION 2024-04-09: On a motion by Councilor Stephens and seconded by Councilor Nance to approve item no. 2, 3, and 4, the City Council adopted the motion with all members present voting in favor.

Consent Agenda Item No. 1

RESOLUTION 2024-04-10: On a motion by Councilor Nance and seconded by Councilor Stephens to approve the April 2, 2024 minutes with the amendment showing that Councilor Stephens made the motion for action item no. 4, the City Council unanimously adopted the motion.

8. Information or Discussion items –

1. Discussion regarding proposed Charter revisions including amendments, tentative propositions, and sample language. (C. Eaves, Mayor)
2. Update from Alpine Emergency Services Board Chairperson Paul Leoffler. (M. Antrim, City Manager)
3. Discuss Short Term Rental Compliance. (R. Stephens, City Council)
4. Discuss options of hosting the Farmer's Market at the Visitor Center. (R. Stephens, City Council)
5. Discuss policies and procedures regarding Proclamations and ceremonial requests, including the addition of Proclamations, the presentation of ceremonial requests, and providing for council members to assist in reading Proclamations at meetings where there are many scheduled. (C. Eaves, Mayor)
6. Discuss the use of city buildings and plan moving forward including future improvements, changes, and relocation of employees. (J. Stokes, City Council)

Mayor Eaves called a short recess. (7:33 P.M.)

The meeting resumed. (7:38 P.M.)

9. Action items to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items are limited to 10 per meeting.) –

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1. Approve the second and final reading of Ordinance 2024-04-02, an ordinance authorizing the installation of additional three way stop signs at the Eastbound and Westbound intersections of North Hancock Drive and Avenue B. (R. Stephens, City Council)

RESOLUTION 2024-04-11: On a motion by Councilor Stephens and seconded by Councilor Sandate to approve, the City Council unanimously adopted the motion with all members present voting in favor.

2. Approve the first reading of Ordinance 2024-04-03, an ordinance amending Chapter 23 – City Council to the Alpine Code of Ordinances; Amending Article I – In General; Amending Article II – Rules of Procedure; Amending Article III – Rules of Decorum; Amending rules, regulations, and guidelines for City Council meetings and procedures; Providing cumulative and Severability Clauses; Providing a Texas Open Meetings Act Clause; And Providing an Effective Date. (M. Antrim, City Manager)

RESOLUTION 2024-04-12: On a motion by Councilor Stokes and seconded by Councilor Nance to approve the first reading of Ordinance 2024-04-03, the City Council unanimously adopted the motion with all members present voting in favor.

RESOLUTION 2024-04-13: On a motion by Councilor Stokes and seconded by Councilor Stephens to amend the original motion to update section 23-12 Order of Business to include the amendment that executive reports are for discussion only, the City Council unanimously adopted the motion with all members present voting in favor.

3. Approve the first reading of Ordinance 2024-04-04, an ordinance authorizing the vacation, abandonment, and sale of approximately 0.128 acres of city property, being the undeveloped alley lying between Lots 1 – 10, Block 71, Original Townsite, between South 1st and South 2nd Streets in the City of Alpine, Brewster County, Texas; Authorizing the City Manager to execute a deed without warranty; Directing that funds from the sale of the city’s interest be deposited in the general fund for the purpose of street improvements; Providing for terms and conditions of such thereof; Providing for a severability clause; Providing for an effective date. (J. Stokes, City Council)

RESOLUTION 2024-04-14: On a motion by Councilor Stephens and seconded by Councilor Sandate to approve, the City Council unanimously adopted the motion with all members present voting in favor.

4. Approve Texas Water Development Board Application Affidavit for request for financial assistance for Lead Service Line Replacement Funding under the Drinking Water State Revolving Fund. (M. Antrim, City Manager)

RESOLUTION 2024-04-15: On a motion by Councilor Stephens and seconded by Councilor Stokes to approve, the City Council unanimously adopted the motion with all members present voting in favor.

5. Approve Texas Water Development Board Application Filing and Authorized Representative Resolution for Lead Service Line Replacement Funding under the Drinking Water State Revolving Fund. (M. Antrim, City Manager)

RESOLUTION 2024-04-16: On a motion by Councilor Stephens and seconded by Councilor Stokes to approve, the City Council unanimously adopted the motion with all members present voting in favor.

6. Approve the transfer of Hotel Occupancy Funds originally granted to the Kiwanis Club of Alpine in the amount of \$6,250 for Advertising and Promotion of the Arts for the 4th of July Celebrations to the Alpine Community Projects Non-Profit for taking on the 4th of July Celebrations. (M. Antrim, City Manager)

RESOLUTION 2024-04-17: On a motion by Councilor Nance and seconded by Councilor Stokes to approve, the City Council voted to adopt the motion 3 to 1 with all members voting in favor excluding Councilor Stephens, who abstained.

7. Approve a letter of opposition to Customs and Border Protection proposed plans to install 25.15 miles of new high-intensity lighting along the international border in El Paso County. (C. Eaves, Mayor)

RESOLUTION 2024-04-18: Councilor Stokes moved to approve a letter of opposition to CBP for the proposed plans to install 25.15 miles of new high-intensity lighting along the international border in El Paso County. Councilor Nance seconded the motion. Discussion ensued.

RESOLUTION 2024-04-19: On a motion by Councilor Stephens and seconded by Councilor Sandate to amend the motion as presented to amend the proposed letter based upon comments we have given the City Manager and authorize her to prepare an update, the City Council unanimously adopted the amendment motion with all members present voting in favor. The City Council subsequently adopted the original motion as amended by unanimous vote.

8. City Secretary performance evaluation and goals for the upcoming year. (M. Antrim, City Manager)

RESOLUTION 2024-04-20: Councilor Stokes moved to hear the city secretary performance evaluation and goals. Councilor Nance seconded the motion. Discussion ensued.

RESOLUTION 2024-04-21: On a motion by Councilor Stephens and seconded by Councilor Sandate to extend the meeting past 9pm, the City Council unanimously adopted the motion.

RESOLUTION 2024-04-22: On a motion by Councilor Stephens and seconded by Councilor Stokes to amend the original motion to approve the appraisal evaluation and for Geo to come back at the next meeting to discuss short term and long-term goals, the City Council unanimously adopted the amendment with all members present voting in favor. The City Council subsequently adopted the original motion as amended by unanimous vote.

10. City Council Member Comments – No discussion or action may take place.

NOTICE: The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).

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RESOLUTION 2024-04-23: On a motion by Councilor Stephens and seconded by Councilor Nance to recess into executive session, the City Council unanimously adopted the motion with all members present voting in favor. (9:03 P.M.)

Mayor Eaves called a break. (9:03 P.M.)

The meeting resumed. (9:25 P.M.)

RESOLUTION 2024-04-24: On a motion by Councilor Stephens and seconded by Councilor Nance to move into regular session, the City Council unanimously adopted the motion with all members present voting in favor. (9:28 P.M.)

Mayor Eaves announced a correction to the Executive Session items and relevant Sections of the Texas Government Code that allow the executive session item.

RESOLUTION 2024-04-25: On a motion by Councilor Stephens and seconded by Councilor Stokes to recess into executive session, the City Council unanimously adopted the motion with all members present voting in favor. (9:29 P.M.)

11. Executive Session –

Consultation with Attorney § 551.071, Texas Government Code

1. City Attorney Update:
 - a) Discuss Customs and Border Protection Hangar Lease Renewal.
 - b) Discuss Pending Public Information Requests and Attorney General Responses.

Personnel Matters § 551.074, Texas Government Code

2. City Manager performance evaluation and goals for the upcoming year. (M. Antrim, City Manager)

12. Action – Executive Session –

RESOLUTION 2024-04-26: On a motion by Councilor Stephens and seconded by Councilor Stokes to reconvene into open session, the City Council unanimously adopted the motion with all members present voting in favor. (11:07 P.M.)

1. Action, if any, concerning the City Manager performance evaluation and goals for the upcoming year. (M. Antrim, City Manager)

RESOLUTION 2024-04-27: On a motion by Councilor Stephens and seconded by Councilor Sandate to approve the City Manager performance evaluation and ask her to come to the next meeting with her goals going forward, the City Council unanimously adopted the motion with all members present voting in favor.

There being no further business, the meeting was adjourned by Mayor Eaves.

13. Adjourn. (11:07 P.M.)

APPROVED:

ATTEST:

Catherine Eaves, *Mayor*

Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer

CERTIFICATION

I, Geoffrey R. Calderon, do hereby certify that notice of this meeting was posted at City Hall, in a convenient and readily accessible place to the general public, and to the City website at www.cityofalpine.com/agenda pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on Friday, April 12, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

WITNESS MY HAND AND SEAL OF OFFICE,
this _____ day of _____ 2024.

Geoffrey R. Calderon, TRMC
City Secretary & Chief Governance Officer

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